



# Encroachment Permit

## Submittal Requirements to Public Works

**Purpose:** A valid Encroachment Permit issued by the City of Eastvale (City) in accordance with the Municipal Code is required for any work performed within the public right-of-way.

### Submittal Requirements:

- ✓ A completed Encroachment Permit Application with signature by authorized Applicant
- ✓ General Permit Fee of \$242. Additional deposits/payments for inspections are required prior to issuance of permit
- ✓ Three (3) sets of **detailed** plans
- ✓ Two (2) sets of Traffic Control Plans (Where applicable and as requested)
- ✓ Storm Water Pollution Prevention Plan (SWPPP), if applicable
- ✓ Right of Entry Agreement for Private Property Owners, if applicable
- ✓ Insurance Certificates listing City of Eastvale as additionally insured (\$1 million minimum General Liability/Workers Compensation)

### Improvement Standards and Construction

**Specifications:** All construction and material shall be in accordance with the current edition of the City Improvement Standards, Construction Specifications, Municipal Code, and Conditions of Approval.

**Traffic Control Plan:** Any encroachment into a traffic lane, shoulder, sidewalk or bicycle lane requires a Traffic Control Plan. Encroachment includes but is not limited to, actual work performed; storing, parking and/or use of vehicles, equipment and/or materials; etc. Traffic Control Plans shall comply with the current edition of the California Manual on Uniform Traffic Control Devices (CAMUTCD). Due to traffic safety or traffic efficiency concerns, **Traffic Control Plans may be revoked or suspended at anytime.**

**Water Quality Management Plan (WQMP) and Storm Water Pollution Prevention Plan (SWPPP):** WQMPs are required for projects disturbing less than 1 acre and SWPPPs are for projects disturbing more than 1 acre. Plans shall be accepted prior to issuance of permit.

**Permit Fees:** Permit fees are based on the latest City Public Works Fee Schedule.

**Permit Activation:** A pre-construction meeting is required prior to commencing work. The City Inspector will contact you to set-up a meeting to review the scope of

the project. Work may begin only **AFTER** the City Inspector issues the permit and the pre-construction meeting has occurred.

**Processing Time:** It may take up to ten (10) business days to process your permit and to schedule a pre-construction meeting for a new project.

**Roadway Closures of Major Thoroughfares:** Allow at least ten (10) business days for roadway notification to be advertised in the newspaper. Written notification to local police and fire departments is required for roadway closures and at any other time Emergency Service response is significantly impacted.

**Permit Expiration:** Permit will expire in ninety (90) days of permit issuance or as set forth on the permit.

**Annual Permits:** The Annual Permit is for routine maintenance and emergency work. Maintenance work is defined as maintaining landscape median or corridor, maintaining existing underground service connections, installing minor underground service connections, and repair of breaks or malfunctions in underground conduit or pipes.

Daily Cut Sheets shall be faxed to (951) 361-0888 prior to commencement of work under the Annual Permit. If emergency work, Permittee shall apply for the permit within 24-hours.

**Guarantee:** If the pavement or the finish surface of the public right of way over any excavation becomes depressed or broken at any time within one year after the excavation repair is completed, the Permittee shall repair and/or resurface work to the satisfaction of the City.

**Pavement Moratorium:** The City requires a three-year no excavation moratorium on newly constructed streets and on streets with a fresh asphalt overlay.

**Neighborhood Outreach:** Door hanger notices shall be distributed in residential neighborhoods three (3) days prior to commencement of work or as determined by the City Inspector.

**Additional Requirements:** Additional project specific information may be required during the application process, pre-construction meeting or inspection process.

**Where to Submit Applications:** Eastvale City Hall, 12363 Limonite #910, Eastvale, CA 91752

**Questions:** If you have any questions, please call (951) 361-0900 or visit our website at [www.eastvaleca.gov](http://www.eastvaleca.gov)